



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

AUGUST 22, 2012

VACANCY ANNOUNCEMENT

#89-12

POSITION: Facility Maintenance Worker

SALARY: 12.00 per hour  
Full-time with benefits

SUPERVISED BY: CRC Facility Maintenance/safety officer

CLOSING DATE: September 12, 2012 at 5:00PM

### SUMMARY:

Under direct supervision of the CRC Facility Maintenance/safety officer, performs general maintenance, housekeeping and sanitation of facility. Performs related work as required.

### DISTINGUISHING CHARACTERISTICS:

This classification is a non-exempt position and is responsible for maintaining the property, interior and exterior of the premises including but not limited to general repairs, monthly inventory of CRC property, sweep, mop and polish floors, emptying and carrying out the trash, washing windows inside and out and keeping grounds free of weeds.

### DUTIES/RESPONSIBILITIES:

- Perform repairs as needed;
  - Insure proper upkeep of all real property as well as equipment and machines;
  - Assists with periodic fire drills;
  - Assists with monthly inventory of property within the facility;
  - Coordinate with outside vendors as needed for major services including but not limited to electrician, plumber, pest control, HVAC, trash pickup and vehicle repair;
  - Sweep, mop, and polish floors;
  - Vacuum, spot clean and/or shampoo rugs and carpets using appropriate equipment;
  - Dump trash cans and reline cans;
  - Clean and sanitize restrooms and replenish supplies; clean spills; mirrors, walls, fixtures, blinds, light fixtures, etc.
  - Do laundry as needed
  - Wash windows inside and out;
  - Sweep sidewalks;
  - Pick up litter and pull weeds from around building and grounds;
  - Perform work in accordance with sound safety practices;
  - Promote positive public relations with consumers, family members and guests;
  - Comply with established sanitation standards, personal hygiene and health standards.
- PERFORM OTHER RELATED DUTIES AND ASSIGNMENTS AS REQUIRED.

### KNOWLEDGE & SKILLS:

- Understand written and verbal communications/instructions in English;
- Understand and follow safety procedures;
- Operate vacuums and other related equipment;
- Safely use cleaning equipment and supplies as per MSDS manual;
- Read, understand, follow, and enforce safety procedures.

- Establishing and maintaining effective working relationships with management and support staff;
- Understanding and applying rules, regulations and policies.

**MINIMUM QUALIFICATIONS:**

- Possess a valid Arizona driver's license be insurable under CRITS automobile policy.
- High School diploma or GED
- Minimum Qualifications: One (1) year experience working in maintenance, janitorial experience or working in a related field. (Any combination of training and experience that demonstrates the necessary skills may be substituted for the aforementioned experience.)

**PHYSICAL REQUIREMENTS:**

Must be able to demonstrate competency in the following areas: Operate an agency vehicle; manual dexterity to keep documentation records; must be able to handle stressful job with long hours; must display ability to adjust to change, work pressures or difficult situations; must be able to speak clearly, and have sufficient vision and hearing acuity.

**CRIMINAL IDSTORY:**

Employment is subject to fingerprinting for the purpose of conducting a background review of possible criminal history in accordance with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act. The Department of Health Services (DHS) shall not consider for employment any candidate who has been convicted of a felony or misdemeanor that relates to or impacts the candidate's ability to perform the job duties of this class unless it is determined that mitigating circumstances exist. For purpose of accessing criminal history information, the candidate will be fingerprinted.

The Department of Health Services (DHS) may also conduct a background check on the candidate prior to appointment to a position within this class. The background check may include personal and professional reference checks, credit history check, Social Security Number verification, professional license/registration verification, military service information and driving history. Information obtained in the course of this background check will be considered by the appointing authority in the selection process.

**APPLY:**

**COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE DEPARTMENT  
26600 MOHAVE ROAD  
PARKER, ARIZONA 85344**

**Or**

**For Employment Application visit: <http://www.crit-nsn.gov>**

**INDIAN PREFERENCE:** Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

**C.R.I.T. offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.**